

FINISHING A CASE

A RESPONSE WAS FILED

THE OTHER PARTY WON'T SIGN

YOU CAN USE THIS PACKET IF ALL THIS IS TRUE:

- A Petition and Response have been filed in your family law case.
- You and the other party do not agree on all the terms of the case.
- The requirements have been met of the following Arizona Rules Of Family Law Procedure:
 - Rule 66, on Alternative Dispute Resolution.
 - Rule 76, on Pretrial Procedures.
 - Section VII, on Disclosure and Discovery.
- You want a trial to conclude your case.

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

INSTRUCTIONS

Filing Forms with the Court: Take or mail forms to be filed to the Clerk of Superior Court, 200 N. San Francisco St., Flagstaff, AZ 86001. Submit the original, one copy for yourself, and one copy for each person you must give a copy to, if any. The Clerk will stamp your copies with the filing date and return them to you. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the copies.

STEP 1: FILL OUT THE MOTION TO SET

STEP 2: FILL OUT THE ORDER SETTING TRIAL

STEP 3: FILE THE FOLLOWING WITH THE COURT

- ☐ Motion to Set
- ☐ Order Setting Trial

STEP 4: SERVE THE FORMS ON THE OTHER PARTY

Mail or hand-deliver a copy of the forms you filed to the other party on the day you file them. If the other party has an attorney, deliver them to the attorney. Parties have longer to respond to forms that are mailed than to forms that are hand-delivered.

STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER WITH THE TRIAL DATE FILLED IN

STEP 6: GO TO THE TRIAL

Bring your witnesses, three copies of your evidence, and a copy of every document you filed with the court in this case. Be prepared to tell the judge why you think the court should grant your requests.

Before the court date, watch the courts video *How to Represent Yourself in Court* online at <http://www.youtube.com/watch?v=SfSclA2BkCk> to learn about procedures in court.

STEP 7: DELIVER TO THE OTHER PARTY EACH FORM THE COURT SIGNS

If you don't know the other party's whereabouts and the other party doesn't have an attorney: Skip this step.

1. Mail or hand-deliver to the other party a copy of each form the court signs. If the other party has an attorney, deliver them to the attorney.

2. Fill Out the Affidavit of Delivery

3. File the Following with the Court

[] Affidavit of Delivery

4. Serve the Form on the Other Party

Mail or hand-deliver a copy of the form you filed to the other party on the day you file it.
If the other party has an attorney, deliver it to the attorney.

Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

Petitioner: _____ Case Number: DO_____

ORDER SETTING TRIAL

Respondent: _____

☐ Petitioner or ☐ Respondent filed a Motion to Set.

Leave the rest of the form blank. This is for the court to fill in.

A trial is set in this case as follows:

Date: _____
Time: _____
Length: _____
Superior Court Division: _____

(All Divisions are in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff.)

Date: _____ Superior Court Judge: _____

Do not file this form until after the court signs your decree or order (see the Instructions).

(1) Person Filing: _____
Street Address: _____
City, State, Zip Code: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

(2) Petitioner: _____ Case Number: DO _____

AFFIDAVIT OF DELIVERY

Respondent: _____

(3) I am the ☐ Petitioner or ☐ Respondent.

(4) On this date: _____, I mailed or hand-delivered the following forms
signed by the court:

1. _____ 3. _____
2. _____ 4. _____

to the other party/the other party's attorney at this address:

(5) **Certificate of Service:** I will ☐ mail or ☐ hand-deliver a copy of this document to the other party on
the day I file it.

(6) I have read this Affidavit. It is true and complete to the best of my knowledge.

Signature: _____

State of Arizona)

)

County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal:

Notary Public: _____

Notary Expiration Date: _____

Person Filing: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

Petitioner: _____ Case Number: DO_____

MOTION TO SET

Respondent: _____

I STATE THE FOLLOWING:

I am the ☐ Petitioner or ☐ Respondent.

A Petition and Response have been filed in this case. The other party and I do not agree on all terms of the case and have not been able to come to a complete agreement outside of court. The case is ready to be scheduled for trial.

☐ Petitioner's Name or ☐ Petitioner's Attorney's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____

☐ Respondent's Name or ☐ Respondent's Attorney's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____

☐ I think the trial will last less than one hour.
☐ I think the trial will last _____ ☐ hours ☐ days.

☐ We disagree about custody, so this case is entitled to a preference for trial.

I ASK THE COURT TO ORDER THE FOLLOWING: Schedule this case for trial.

CERTIFICATE OF SERVICE: I will ☐ mail or ☐ hand-deliver a copy of this document to the other party on the day I file it.

Date: _____ Signature: _____

Person Filing: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

Petitioner: _____ Case Number: DO_____

ORDER SETTING TRIAL

Respondent: _____

☐ Petitioner or ☐ Respondent filed a Motion to Set.

Leave the rest of the form blank. This is for the court to fill in.

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Length: _____
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(All Divisions are in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff.)

Date: _____ Superior Court Judge: _____

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Person Filing: _____
Mailing Address: _____
City, State, Zip Code: _____
Phone Number: _____
Representing Self _____

SUPERIOR COURT OF ARIZONA, COUNTY OF COCONINO

Petitioner: _____ Case Number: DO _____

AFFIDAVIT OF DELIVERY

Respondent: _____

I am the ☐ Petitioner or ☐ Respondent.

On this date: _____, I mailed or hand-delivered the following forms
signed by the court:

1. _____ 3. _____
2. _____ 4. _____

to the other party/the other party's attorney at this address:

Certificate of Service: I will ☐ mail or ☐ hand-deliver a copy of this document to the other party on
the day I file it.

I have read this Affidavit. It is true and complete to the best of my knowledge.

*Sign in front of a notary. Notaries are at the Self-Help Center in the Courthouse and at most banks or
listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.*

Signature: _____

State of Arizona)
)
County of _____)

Subscribed and sworn before me this date: _____ by: _____

Seal: Notary Public: _____
Notary Expiration Date: _____